



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date <i>Oct 25, 1971</i>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. GDPH 3		Date Received NOV 30 1971	Application No. 36 Date Completed DEC 1 1971
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Cancer Control Service 47 Trinity Ave., S.W.		4. Person to Contact Mrs. Louise Lancaster	
		5. Working Title Office Supervisor	6. Tel. No. 656-4867

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1938 - 1971	9. EXACT SERIES TITLE <i>Decensed CANCER case History File</i>
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10. What function performed resulted in creation of this series

When a patient applies for State aid, a medical history and financial history is evaluated by State Office and the patient is either approved or disapproved. If approved, the patient is given an appointment to the appropriate clinic for medical treatment. If malignancy is proven, a report of the findings and a treatment plan is forwarded from the clinic to the State Office. Hereafter, monthly clinic reports on the patient are forwarded to the Department stating the treatment and the invoices of the treatment. The pre-audit of the bills is accomplished and bills are paid and attached to the case history.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Cancer case histories include application for State Aid and treatment of Cancer (PD 1.1), pathology reports (PD 1.2), hospital invoices (PD 1.4), monthly clinic reports (PD 1.5), and initial report (PD 1.6), correspondence regarding patient, between physicians, hospitals and clinics, request for transfer of patients to new clinic or better equipped facility, discharge summary from hospitals, and copies of X-ray reports and invoices.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	5	7½		5	7½
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 7	In Storage Area(s) 20
			By Annual Accumulation	This Year's	Last Year's
			AVERAGE DAILY REFERENCES	1	1
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☐ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☐ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☐ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept 5 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

To provide access for statistical study - Cancer Survival Study

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER After death of patient, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area month(s)/ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold 5 year(s), then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

To provide an opportunity for medical research and study.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by	Recommendations prepared by	Approved for Division	Date	Records Management Officer	Date
	Louise Lancaster	D.A. Pacheco	20 Sep 71		
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency	John H. Venable, M.D.	Date	10-25-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History	Carroll Hox	Date	11-29-71
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State	Ben W. Johnston Jr.	Date	11-30-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia	Jimmy Carter	Date	11-30-71